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Career Development Report

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Module: Professional Career Development

Lecturer: Lloyd Beharry

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1. Introduction

“Each job requires a conscious choice of career path and a different plan of development.”
(Shiimi 2021, pp.223)

This report will analyse what is employability and what responsibilities employers and employees must take in the workplace. As well as discuss the employment relationship and how it is regulated. Furthermore, the recruitment and selection process will be analysed with a reflection on the interview role play exercise done in week 9. Lastly, I will discuss my career development and I will lay out my personal development plan.

2. Employment Relationship

“The employment relationship is the legal link between employers and employees. It exists when a person performs work or services under certain conditions in return for remuneration” (International Labour Organisation, 2011). It is also noteworthy that in the UK this relationship is mainly regulated through Acts of Parliament enforced by the Employment Tribunal (Employment Tribunal, 2019).

Employee and employer reciprocal rights and duties are formed through an employment relationship, which is the primary vehicle where employees get access to labour law and social security rights and benefits (ibid).

a) Employers' Responsibilities

Employers are legally accountable for health and safety management. It is the duty of the employer to protect the health, safety, and welfare of their workers, as well as the health, safety, and welfare of others who may be affected by their business. Employers must do all possible to accomplish this goal. This includes maintaining the safety of employees and others, as well as effectively managing any risks of injury or sickness that may arise in the workplace. (Philippou, 2014 and HSE, 2019b).

Moreover, according to the UK Employment Law (Taylor and Emir, 2015) employers are responsible for:

- Preventing prejudice through recruiting equitably and diversely
- Provide employment contracts with pension enrolment
- Pay employees the national minimum salary providing a payslip
- No more than 48-hour work week (unless contractually agreed)
- Provide any compensation (such as statutory sick pay or maternity leave)

If an employer violates these laws, it may be subject to a grievance and/or a lawsuit (ibid).

b) Employees' Responsibilities

Workers are obliged to ensure their own health and safety and the safety of others affected by your work. Workers must collaborate with employers and colleagues to help everyone comply (HSE, 2019a).

In addition, the Health and Safety at Work Act 1974 (HASAWA) states that it is the responsibility of an employee while at work to take reasonable care of the health and safety,

and the security of themselves and others affected by their work; and to cooperate with others to enable that duty or requirement to be fulfilled.

An employer will provide its employees with the appropriate and sufficient equipment to complete their work safely. Therefore, an employee shall not interfere or misuse anything for its health, safety, or welfare (Keegan et al., 2012).

Any work-related injuries must be reported (Cushway, 2015). Afterwards the employer can examine what happened and take suitable measures to minimise the risk of an incident (ibid). Any observed dangers at work, such as rubbing tapes, fractured equipment or unsanitary facilities, must also be reported by the employee (ibid).

An employee who violates HASAWA's duties may be liable to pay a conviction fine (Sim, 2019). It is also allowed to be dismissed from work for breaching the contractual obligation to perform properly carefully and skilfully – provided the employee has received proper information on the safety measures and has been advised that the interference could lead to dismissal (Morrison, 2019).

2.1 Recruitment and Selection Process

According to ACAS (2019) the recruitment and selection process should be cost effective in methods and sources; produce enough suitable candidates without excess and ensuring the identification of the best fitted for the job and the organization; and it should be fair ensuring that right through the process decisions are made on merit alone.

Armstrong and Taylor (2020) define four key stages in the recruitment and selection process:

1. Defining requirements
2. Planning the recruitment campaign
3. Attracting candidates
4. Selecting candidates

2.1.1. Job description

A job description summarises the essential tasks, activities, skills, and role competencies (Mader-Clark, 2013). As well as responsibilities and working conditions of the organisation's job listing by way of work analyses (Mekpor and Dartey-Baah, 2020).

Moreover, this document should entail a company's mission, culture, and any benefits it provides employees (ibid). The person to whom position reports and pay range can also be specified. An efficient job description will give the candidates sufficient detail to determine whether they are qualified (Mader-Clark, 2013).

2.1.2. Person Specification

This document differs from the job description because a job description is a document that states an overview of the duties, responsibilities, and functions of a specific job in an organisation (Wilkinson, 2016). Whilst a job specification is a statement of the qualifications, personality traits, skills, etc. required by an individual to perform the job (ibid).

The major goals of a person specification (Wilkinson et al., 1994), are:

- Allows for comparison between applicants and simultaneously eliminate the lesser qualified
- Provides a structure for the interview aiding objectivity
- Avoid bias – sex, race, status, disability

2.1.3. Advertisement

To find candidates that fit the job description companies must advertise it in the right place such as specialised employment boards (Ganesan et al., 2018). Other companies may

communicate their offer online, postal, newspaper or social-media (ibid). Moreover, a job can be advertised either internally or externally (ibid).

	Definition	Method of advertising
Internal Recruitment	Promoting or moving an employee who is already working for the company	Company online presence, noticeboards
External Recruitment	Employing a person from outside the organisation	National press, local press, recruitment agencies, job centres, online advertisement

2.1.4. Application forms

These forms allow for consistent presentation of information. This facilitates the systemic and objective evaluation of the suitability of the candidate for the job by collecting information from employees (Nakov et al., 2018). Nevertheless, an unnecessarily long or poorly designed application form may disclaim the application for candidates. To comply with the discrimination law, it may be necessary to offer request forms in various formats (ibid).

2.2. Reflection on Roleplay

In this reflective report using Kolb's learning cycle I will look back into the roleplay of interviewer/ interviewee during the Personal Career Development Module class. I will discuss how I structured my questions and answers, how I planned to deliver them, and what was difficult and easy about this task. Lastly, I will also reflect upon my future actions and behaviours in interviews. Kolb (2014) states that learning is a process and that is what this interviewing task felt like – a process. Therefore, Kolb's learning cycle is the best model to express and describe these processes.

2.2.1 Experience Stage

As required by Professor Lloyd Beharry myself and my colleague Daniel had to do a roleplay of an interview. Firstly, I was the interviewer, and then interviewee. As an interviewer I followed the WASP interviewing technique, proven to acquire information from candidates in a short amount of time (Edwards, 2017) – this technique helped me achieve my plan. If this was a real-life situation, I would have successfully managed to know the candidate enough to understand if I would hire him or not. However, I expanded on unnecessary details about a make-believe company during the roleplay and didn't focus my attention enough on Daniel. As an interviewee I had a positive experience being assertive when answering the questions.

2.2.2. Reflection Stage

We were both feeling quite nervous; and we agreed on the fact that usually interviews don't happen in front of so many people, which made us feel uneasy. Nevertheless, we trusted each other fully, after all we have been practising this roleplay for several weeks now. When asking my questions, I felt like I always maintained an active listening position to create a conversational interview and not an inquisition – as requested by Professor Lloyd. I hoped this would affect my colleague in a positive way, making him feel more relaxed.

I shared the WASP technique with Daniel, so as an interviewee I already knew what kind of interview structure he would follow which made me feel a lot more comfortable. However, during the roleplay (and as Professor Lloyd pointed out) I just ended up reading my answers instead of *actually speaking*. This made me feel extremely frustrated because I knew I could have done a lot better if only I wasn't hung up on giving a perfect answer.

2.2.3. Conceptualisation Stage

I believe that knowing that I would be in a public speaking environment made me feel quite self-conscious, so I planned a script ahead of time. As an interviewer when I went into details about the company, the professor interrupted me which made me feel very pressured to do well. And when I started answering Daniel's questions, I was so focused on saying the right thing I didn't relax and just read all my notes.

2.2.4. Active Experimentation Stage

In the future I still will practice and prepare ahead of time, to ensure I am confident of my work. However, I will not panic when a professor corrects me, nor will I lose focus with trivial things. In addition, I will try to leave room in my notes for some spontaneity and not have them as a tight script. I believe I need to perfect my public speaking skills for future interviews. I will do so by taking an in-class practical course on ways to boost my communication confidence for business and social settings.

3. Career Development

3.1. Self-Motivation (Where do you see yourself in five years?)

In five years' time my own company will be up and running, and I will be working for myself. My company will be a label of Music Producers and Artists. Associated to it will be a charity to ensure I give back to the community I grew up in. My company will encompass international artists and therefore I will have to travel quite often. My success in my own Music company means the success of all those around me.

My current and future credentials will certainly aid me in remaining competitive and achieving more success. I will also establish a start-up nest where entrepreneurs can collaborate, network, and learn from one another. I plan to invest in businesses that I believe have the most potential.

The objective is to work approximately 50 to 60 hours per week while I am still young, motivated, and early in my profession. As time passes, I can work less hours and spend more time with family.

There will be opportunities in my company to enrol in professions such as barbershops, tattoo studios, as well as music, business, and hospitality. Mentorship and education will be prioritised in the company's humanitarian activities. A series of workshops (such as languages and gardening) will be co-hosted by the council.

Finally, I hope to have increased my duties and abilities over the next five years while continuing to study and grow in my field – I will strive for perfection.

3.2. Learning Styles

After finishing the VAK (Visual, Auditory, Kinaesthetic) Learning Styles Questionnaire I understood that I am mostly a kinaesthetic learner but also a visual learner. According to the questionnaire I learn best when having a hands-on experience, “and will be best able to perform a new task by going ahead and trying it out, learning as they go” (Fleming, 2020). However, the description of a kinaesthetic learner mentions that I would never look at instructions first (ibid) which not necessarily true – I believe this is when visual learning comes in. As visual learner, I also prefer learning through “observed things, including pictures, diagrams, demonstrations, displays, handouts, films, flip-chart, etc.” (ibid). Moreover, I best perform a new task whenever I see someone doing it first or follow written instructions.

I now understand that the type of learning that best suits me is visual and kinaesthetic – therefore, this will enable me to use these types of learning when performing new tasks. I will also have to make other people aware, so they help me achieve the best result faster. I must avoid passive modes of learning and replace them with hands-on activities (Masela and Subekti, 2021).

3.3 SWOT Analysis

STRENGTHS

- Teamwork
- Self-taught driven
- Creative planning
- Organisational skills

WEAKNESSES

- Time management
 - Law skills
 - Music theory
- Lack of experience

OPPORTUNITIES

- Network
- Home studio
- Production Platform
- Need for new products & services

THREATS

- Malfunction of technological tools
- Not being self sufficient
 - Competitors
 - Plagiarism

3.4. Personal Development Plan

3.4.1. SMART Objectives

	GOAL 1: Academic	GOAL 2: Employability (career planning)	GOAL 3: Wellbeing
Specific	I want to improve my time management skills at university – as this is a crucial feature to keep a balanced life and a balanced mental health. I will use the support and resources provided at Academic and Employability Skills.	I want to improve my CV, as it is essential to showcase my experience and proactiveness early on. I will use the support and resources provided at Academic and Employability Skills.	I want to do therapy-writing to maintain a healthy and focused mind.
Measurable	I will know this goal has been accomplished if I submit all my assessments 5 days before the deadline.	I want to receive two pieces of formal positive feedback.	I will know this goal has been accomplished if I receive positive feedback from my peers regarding my attitudes or emotions.
Achievable	I will accomplish this goal by: - Preparing for the week ahead every Sunday evening - Set my own deadlines for assessments 5 days before the deadline set by the module leader - Using the Pomodoro technique while studying	I will accomplish this goal by: - Investigating 3 pieces of referenced papers about CV components - Studying 10 good CV examples - Writing my own new CV	I will accomplish this goal by: - Purchasing a journal that was visually appealing to motivate me to write - Every Sunday evening reflecting and writing about the past week for approximately 1 to 2 hours Every two weeks reading back on what I wrote and reflect on my progress
Relevant	“A relevant goal can answer “yes” to these questions: Does this seem worthwhile? Is this the right time? Does this match our other efforts/needs? Am I the right person to reach this goal? Is it applicable in the current socio-economic environment?” (MindTools, 2009)		
Time Frame	By 30 th June 2022 – The end of the second term of the first year of my BA	By 30 th September 2022 – When I need to start applying to internships	By 4 th October 2021 – Before the new BA starts

3.4.2. Personal Development Plan

	Short-Term Time Frame	Mid-Term Time Frame	Long-Term Time Frame
	What do I want to accomplish in the next three to six months?	What do I want to accomplish in the next six months to two years?	What do I want to accomplish in the next two to three years?
Section 1 - My Goals What are my overall goals that I want to accomplish in this time?	Be accepted in the BA of Music Production and Sound Engineering; Start a side course of Radio/DJ or Music Managing.	Learn and understand music theory through learning how to play the piano.	Open and set up my own company.
Section 2 - Skills and Knowledge to be Learned What specifically do I need to learn? What project do I need to work on?	How to DeeJay; How does a radio work; Music laws and marketing.	Learn how to read a music sheet; Learn how to play piano.	Organize a proper business structure.
Section 3 - Next Steps How am I going to acquire the skills and knowledge? How am I going to do this project?	Study at the university: Take 1-1 classes; Ingress in a private course.	Tune the piano at home and practice outside of the class environment.	Revise what I learned at the CertHE Skills for the Workplace; Brainstorm with colleagues to improve the presentation of the business structure.
Section 4 - Resources What resources do I need?	Funding from Student Finance England	Willpower; Piano teacher.	Funding; A dedicated and committed team; Good time management;
Section 5 - Time Schedule What is my time schedule?	2/3 days a week, 6 Hours each	1 hour daily	1 to 2 hours daily
When will I start?	Oct. 2021	Sept. 2021	Oct. 2021
When do I expect to finish?	Oct. 2024	Continuous learning process	Jun. 2025

4. Conclusion

When searching for a new job or internship I will make sure to investigate the company first and ensure they abide to employability laws. Moreover, I will expect the hiring process to be efficient, effective, and fair – as well as abiding to hiring laws. Furthermore, when I set up my company, I must also be aware of the rights and responsibilities of the company and of the employees.

As a kinaesthetic learner I will avoid task and/or jobs that require too much of a visual or auditory learning style. Moreover, I will enquire the artists that work in my company about their type of learning – this will ensure a smooth working experience.

I understand that I still have many of skills to master and acquire. However, my smart goals and my personal development plan will help to achieve them.

“Too often when people think of their journey into leadership, they envision a career path. What they should be thinking about is their own leadership development!” (Maxwell, 2011)

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6. Appendices

6.1. Interviewing Questions – Using the WASP (Welcome, Ask, Supply and Part) Technique

Welcome

- Hello Daniel, how are you?
- How's your WIFI connection? Is it good now?
- Do you have your water or any refreshments near you, or do you need a minute to get ready?
- As you know this interview is for an IT Call Centre position, and it will last for about 10 minutes.
- I will start by asking some questions about you and your career.
- After I will describe the job role & the responsibilities.
- And then I will open the floor for some questions.
- Is that okay?
- I will also be taking some notes just for future reference - so I won't be making constant eye contact.

Ask

- 1. Tell me a bit about yourself?
- 2. How would you describe excellent customer service?
- 3. You mentioned in your application form that you worked in IT. Tell me about a piece of work or activity that you have recently completed which you feel proud of.
 - o What did you do?
- 4. What qualities can you bring to this company?
- 5. Have you previously dealt with a guest complaint?
 - o Can you tell me a bit more about it?
 - o What did you do?
 - o What was the outcome?
- 6. You mentioned in your application that you would like to create a business that helps people struggle to pay all their rent. So, tell me, where do you see yourself in five years?
- 7. What is your notice period?
- 8. What are your salary expectations?

Supply

- So, this job requires someone who can:

- work in a team;
 - assist a lot of customers in a short amount of time;
 - improve sales.
- Your main responsibilities will be:
 - answer calls, emails, and web chat enquiries from customers;
 - support customers to fix computer problems;
 - deal with customer orders, card payments, enquiries, and complaints.
- The size of the team is 35 people.
- Your shifts will be Monday to Friday 9am to 6pm, with 30min break.
- 3 sets of uniforms will be provided to you on your first day.
- This company has numerous benefits such as: cycle to work scheme and a partnership with boots opticians.
- We also provide a lot of training sessions to ensure you feel supported to do your work.
- And due to the size of the company there are lot of possibilities for progression.
- Do you have any questions for me?

Part

- How are your other job applications going?
- Are you still interested in the position?
- The next stage of the application process is a trial shift.
- I will send you an email today with the available shifts when you could do the trial.
- And you can reply as soon as possible with your preference.
- Is that okay?
- Do you have any further questions?
- Thank you so much for your time today!
- Have a great day!

6.2. Application for Employment

To ensure that you can complete the application form in full, please refer to the short-listing criteria on the job description.

Position Applied For	Music Producer
How did you learn about this vacancy?	Online - website

1. Personal Details

Title	Mr		
Surname	Onofre		
Previous Name	N/A		
Forenames	Bernardo		
Address	John-Doe Street		
Post Code	E16 ABD		
Telephone number	0207001002	Mobile No	0700010002

E-mail address	bernardo.onofre@gmail.com		
National Insurance Number	AB1234CD		

1a. Additional Information

Do you hold a full, clean driving license valid in the UK?	Yes	☒	No	☐
Do you have the right to work in the UK without restriction? (Proof of right to work in the UK ID will be required)	Yes	☒	No	☐

2. Employment History

The last 5 years employment should be detailed, including any gaps in employment. Please continue on a separate sheet if required.

Current or Most Recent Employment

Employers Name	(B.C) Brilliante Corners
Address	Kingsland Road
Postcode	
Job Title	Sushi Chef

Dates of Employment	From	2017	To 2019	Date
Reason for leaving	Covid		Salary	21.500
Brief outline of main responsibilities and key duties				

2. Employment History

The last 5 years employment should be detailed, including any gaps in employment. Please continue on a separate sheet if required.

Current or Most Recent Employment

Employers Name	Lidl			
Address				
Postcode				
Job Title	Sales Assistant			
Dates of Employment	From	2019	To	2021
Reason for leaving	Changing Career		Salary	12.500

Brief outline of main responsibilities and key achievements	
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Previous Employment				
Employers Name				
Job Title				
Dates of Employment	From		To	
Reason for leaving			Salary	
Brief outline of main responsibilities and key achievements				

Previous Employment				
Employers Name				
Job Title				
Dates of Employment	From		To	
Reason for leaving			Salary	
Brief outline of main responsibilities and key achievements				

Please continue on a separate sheet if required.

3. Formal Qualifications and Training & Development

Continue on a separate piece of paper if required. You will be required to provide original qualification certificates if successful.

Secondary Education Qualifications

Name of Qualification	Date Gained	Level	Grade	Awarding Body
Cert. H.E.	2021	Year 0		UWTSD

Further/Higher Education Qualifications

Name of Qualification	Date Gained	Level	Grade	Awarding Body

Professional Qualifications

Name of Qualification	Date Gained	Level	Grade	Awarding Body
Sushi Chef. (Professional Certificated)	2015	7	14 out of 20	

CPD / Training and Development

Brief description / course title	Date Taken

4. Interests and hobbies

Please provide details of your hobbies / leisure activities / voluntary work

Voluntary work, Travel, Swimming, Cycling, Playing Basketball, Exercising, Gardening, Watch Movies, Making and Listening Music, Reading, Handcraft Jobs, Learning New Skills.

5. References

Referencing required for 2 full years (with a minimum of 2 references). At least 1 reference should be your current or most recent employer. Please confirm any existing personal / family relationship with existing PRC employees

References (Current or most recent employer)

Name of Referee	Paul		
Job Title	Shift Manager		
Employers Name	Lidl		
Address	Lewisham		
Postcode			
Telephone Number		Ext. Number	
E-Mail Address			
Are you willing for this referee to be approached prior to interview?	/ Yes ☐ No ☐		

References

Name of Referee	Amit
Job Title	Owner
Employers Name	Brilliant Corners
Address	Kingsland Road

Postcode			
Telephone Number		Ext. Number	
E-Mail Address			
Are you willing for this referee to be approached prior to interview?	Yes ☒ No ☐		

6. Reason for applying

The reason for me applying to this job position are the pursuing of my musical career, since previously I did not have academic credits only experience in the area.

Please detail below reasons for applying for the position including your skills, experience and attributes.

I have been developing my skills for this role trough out the years like, the following ones:

- A solid foundation in music production
- Ability to edit
- Ability to manage numerous projects while meeting tight timeframes
- Ability to coach and build teamwork
- With a high level of organisation, proactive.
- Improving processes is encouraged.
- Ability to communicate professionally with production firms
- Performing market research
- Developing creative standards and cultivating client connections

Please specify how you meet the criteria for this role.

I think I would be the perfect fit for the role because I meet the criteria in these points:

- I arrange compositions, runs recording sessions, and suggests changes to instrumentation, effects, and lyrics.
- I guide the mixing, mastering, and recording process.
- I gather ideas and inspiration for projects and develops the vision and direction for each project.
- Manages project budgets and handles contracts and negotiations.
- Develops production timelines and tracks advertiser supplied product & assets for integrations.
- Keeps internal department workflow and tracking documents up to date.
- Logs and archives all content the company produces.
- Edit's music clips of integrated content the company produces and uploads on the company's web site.
- Works closely with the network or studio scheduling teams to track delivery, air/publish dates, and times of upcoming integrated content.
- Support the team on all integrations and proposals.

7. Declaration

Please complete the following declaration and sign it in the appropriate place below.

I certify that:

- All the information given to me on this form is correct to the best of my knowledge
- All questions relating to me have been accurately and fully answered

- I possess all the qualifications which I claim to hold

Signed: B.O

Date:

27/07/21

Print Name: Bernardo Onofre